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MontCAS Montana Comprehensive Assessment System November 2005 Newsletter

Spring 2006 MontCAS Testing Windows

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| Feb. 13 - March 29 | Phase 2, CRT-Alternate | Grades 3-8 and 10 Reading and Math |
| March 6 - March 29 | Phase 2, CRT | Grades 3-8 and 10 Reading and Math |
| March 22 - April 12 | Phase 1, NRT and NRT Alternate Assessment Scales | Grades 4, 8, 11 Language Arts, Reading, Math, Social Studies, and Science |
| The required National Assessment of Education Progress (NAEP) tests in Reading and Math in grades 4 and 8 are administered in odd-numbered years. The next administration of the required NAEP reading and math in grades 4 and 8 will be in 2007. | | |

Coach's Corner--MontCAS Website Tips

The 2005 NRT and CRT assessment data are now posted on the OPI web site, <http://data.opi.state.mt.us/irisreports/>. The data comes with customizable reporting tools, and you can save your search results to an Excel spreadsheet on your own computer.

Choose Reports from the row of gray tabs across the top of the OPI web page. Click on Assessment (NRT/CRT) to expand the menu. You will see links to a Glossary and several search options for both the NRT and CRT. The Secure Search options require a user name and password and are not for general use.

Choose either NRT Simple Search or CRT Simple Search. Customize your report by selecting options from the dropdown boxes. Refer to the Glossary for an explanation of the choices. You might only want to see results from a particular county, or you may want to know how a certain grade level did on a specific test. To protect privacy, no results will be reported when the count of test takers is fewer than 10.

Once you have made your selections, click the button at the top called Show Tabular Report. Use the scroll bars on the right and the bottom of the screen to view the results. Click on the Back button at the bottom to return to the selection screen and change your options.

If you would like to save this report to an Excel spreadsheet, scroll to the bottom of the report and click Create Excel. Choose Save in the next box, and select the location on your computer where you would like to save the file – remember this location. The program will give the file a default name that includes the date, or you can rename the file. Click Save. When the file has been downloaded, you will be given the option to Open it if you wish. Since this file has been saved to your hard drive, you can navigate to the saved location of the file to view the Excel spreadsheet at any time.

Save the Dates

The Office of Public Instruction will host an assessment conference on May 1-2, 2006 at the Colonial Red Lion Hotel in Helena, Montana. The theme of the conference is “There’s More to Assessment than Testing.” This conference will include high quality breakout sessions, lively general sessions, and dynamic keynote speakers. The registration fee for the conference will be \$60 and attendance will be limited to 400. Registration for the conference will begin in February 2006. More details about the conference will be available soon on our website at www.opi.mt.gov. If you have questions concerning the conference, please contact Sue Tinsley at 406-444-5643 or stinsley@mt.gov.

Training for Spring 2006 MontCAS Test Administration

System Test Coordinators will receive separate training CDs with the Test Coordinator guides for MontCAS Phase 1 (NRT—Iowa Tests), MontCAS Phase 2 (CRT), and MontCAS Phase 2 Alternate (CRT-Alt).

A CRT-Alternate training CD will be provided for each teacher administering the CRT-Alternate. The CD will be included in the accordion file that contains test activity materials such as graphics, sentence strips, and other tools to assist in the administration of the CRT-Alternate. The file will be sent to System Test Coordinators, but teachers administering the CRT-Alternate need this file as soon as it arrives.

In addition, a dedicated Message Board for questions about testing will be available on the OPI website. The board, link, and password will be available in January. The training CDs and Message Board will replace the video conferences.

CDs and the CRT-Alternate materials file containing the CRT-Alternate training CD will be mailed directly to Test Coordinators from the testing contractors, Riverside Publishing and Measured Progress. Measured Progress will mail the CRT CD January 26, 2006 and the CRT-Alternate materials files with the CD Feb. 3-10, 2006. Riverside will mail the Iowa Test training CD Feb. 1-3, 2006.

The CDs will include a narrated PowerPoint and directions for use. Instead of traveling to a MetNet site, Test Coordinators can use that time to view the PowerPoint and send questions to the Message Board.

Testing for Private Schools

The Montana Office of Public Instruction administers statewide testing in which all schools accredited by the Montana Board of Public Education are required to participate. In the past, some private schools not accredited by the Montana Board of Public Education have asked to be included in the testing. Within the limits of OPI contracts with testing companies, those private schools may be included.

The Office of Public Instruction has communicated with these private schools to determine the interest and the contract capacity. OPI is able to include the interested schools in spring 2006 testing. December 1 is the deadline for OPI to receive final confirmation from each school's authorized representative. The final confirmation is necessary for materials to be sent to these schools. OPI and the testing contractors will be unable to add any schools after December 1, 2005.

County superintendents who receive requests for students who are "home schooled" may continue to include these students in testing. Appropriate coding for both MontCAS Phase 1 and MontCAS Phase 2 is needed to ensure that results for these students are not included in state or system averages.

MontCAS Phase 1

Spring 2005 MontCAS, Phase 1 (NRT—Iowa Tests)

Results and Analyses are Online

Simple Search can be accessed at <http://data.opi.state.mt.us/irisreports/>. See the Coach's Corner for hints on viewing and saving reports to Excel.

Analyses of the 2005 results were presented at the November 2005 Board of Public Education Meeting: <http://www.opi.mt.gov/Assessment/Phase1.html#TAdmin>

Bar Code Label Information from Riverside

Riverside Publishing Company, the testing contractor for the Iowa Tests, has mailed bar code information to Test Coordinators.

- ✚ Bar coding is optional.
- ✚ If you intend to use barcode labels on your answer documents, compile your data files according to the Riverside Publishing's *Barcode User's Guide*.
- ✚ If you choose to use this service, please submit your data files to Riverside Publishing by December 30, 2005, to take advantage of current pricing.
- ✚ If you are interested in using barcode labels in 2006, you may request a Form A barcode information packet by contacting Riverside Customer Service at 800.323.9540. The cost for barcodes is \$0.55 per student for pre-applied labels and \$0.44 per student for locally applied labels.

In addition, Riverside Publishing Company has included ordering information on a variety of off-grade tests and testing services as well as other materials. None of the off-grade tests or testing services included in the information are required by the Montana Comprehensive Assessment System.

Grades 4, 8, and 11 are included in the OPI contract with Riverside. OPI supplies Riverside with enrollment numbers based on the fall Annual Data Collection (ADC). Riverside has an overage formula so that systems will receive more materials than students reported as enrolled in the fall. After inventorying materials, if necessary, systems may order materials from Riverside using the *FAX ME!* form supplied in the pre test materials folder.

Spring 2006 Schedule of Important Dates **MontCAS Phase 1 (NRT—The Iowa Tests)**

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| February 1-3, 2006 | Riverside Publishing delivers all pretest packages to System Test Coordinators, including the <i>Montana Guide for Test Coordinators and Administrators</i> , and the training CD. |
| February 23-28, 2006 | Riverside Publishing delivers new answer documents and Grade 4 Practice Tests to systems. |
| March 1-10, 2006 | Systems inventory and distribute testing materials. Use the <i>FAX ME!</i> form found in the pretest package to order additional materials. |
| March 6-10, 2006 | Systems provide local training sessions for Test Administrators. |
| March 21-22, 2006 | Systems administer Grade 4 Practice Tests. (Optional) |
| March 22-April 12, 2006 | Testing window |
| April 14, 2006 | Last day for systems to return completed answer documents to the Riverside Scoring Service. |
| April 4-May 12, 2006 | Tests scored at the Riverside Scoring Service. Stage 1 reports will be scored on a first-in-first-out basis and mailed approximately 15 business days from the date the answer documents are received by Riverside in a scorable condition. |
| May 10-16, 2006 | <p>Systems review their Stage 1 score reports. Each system must review its score reports for The Iowa Tests within ten business days of receipt for discrepancies that affect system summary results. All discrepancies will be reported to Judy Snow at the Montana Office of Public Instruction for evaluation and approval. Additional information can be found in the System Test Coordinator's pretest package.</p> <p>Stage 2 reports will be completed after all the systems in the state have been scored. These reports will ship within approximately 30 business days of the last system received.</p> |

MontCAS Phase 2—the CRT and the CRT-Alternate

Bar Code Labels for the CRT and CRT-Alternate

To prepare bar code labels for spring 2006 CRT and CRT-Alternate testing, all systems will provide demographic data to Measured Progress using a secure online system. On November 23, Measured Progress mailed a memo and a *Guide* to System Test Coordinators. Affixed to the memo is a label with your system name and a unique secure password for entering and accessing your data. Please keep the password secure.

As reported to System Test Coordinators earlier, the file format and layout are already online; however, that information is also included in the mailing from Measured Progress. *The Guide* is also posted online.

File format: <http://www.opi.mt.gov/PDF/Assessment/CRT/06Barcodes.xls>

File layout: <http://www.opi.mt.gov/PDF/Assessment/CRT/06FileSpecs.pdf>

Guide: <http://www.opi.mt.gov/PDF/Assessment/CRT/TA/06StudentDataGuide.pdf>

OPI Offers *iAnalyze* and Released Item Training

If your school or district would like to schedule training on the use of the released items and *iAnalyze*, the online data reporting system for the CRT, please contact Brittany Black at OPI: 406-444-4431 or bblack@mt.gov.

Below is information on two upcoming OPI *iAnalyze* /Released Item presentations.

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| <ul style="list-style-type: none">✦ Thursday, December 8, 2005, 1:00 - 4:00 pm✦ Laurel, Montana: Laurel Middle School, Computer Lab✦ Presenter: Jerry Scott✦ Preregistration is required – deadline is December 5✦ To register, contact Jerry Scott directly<ul style="list-style-type: none">○ Phone: 406-962-3541 x24○ Email: jscott@metnet.mt.gov○ FAX: 406-962-3958 | <ul style="list-style-type: none">✦ Tuesday, December 13, 2005, 9:30 - 11:30 am✦ Hobson, Montana: Hobson School✦ Presenter: Ken Stuker✦ Preregistration is required – deadline is December 10✦ To register, contact Ken Stuker directly<ul style="list-style-type: none">○ Phone: 406-442-8707○ Email: stukers@bresnan.net○ FAX: 406-442-8707 |
| Released items from the spring 2005 CRT and CRT-Alternate are online at http://www.opi.state.mt.us/assessment/Phase2.html#RI | |

2005 CRT and CRT-Alternate Technical Manuals

Technical Manuals which accompany the 2005 criterion-referenced test (CRT) and the criterion-referenced test alternate (CRT-Alt) are online at

<http://www.opi.mt.gov/Assessment/Phase2.html#TD>

The manuals are written by and primarily for psychometricians to provide evidence of the technical adequacy of the tests.

Math Vocabulary for the 2006 CRT

Thanks to Avis Welton at Lolo for starting the process of developing math vocabulary lists for the criterion-referenced test. Montana math teachers developed lists to inform teachers of basic math vocabulary that students need for the criterion-referenced test. These are instructional tools to be used prior to testing but **NOT** during testing. The math reference sheets provided by Measured Progress can be used during testing. Math vocabulary lists for grades 3-8 and grade 10 are online at <http://www.opi.mt.gov/PDF/Assessment/CRT/RI/06MathVocab.pdf>

Spring 2006 Schedule of Important Dates: CRT and CRT-Alternate

Below is a table of important dates for the 2006 CRT and the CRT-Alternate.

CRT-Alternate dates and information are shaded in blue.

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| November 2005 | File formats for data entry will be posted online. Test Coordinators will receive the link by email. |
| December 2005 | Test Coordinators receive passwords and coding directions with detailed data entry instructions for CRT and CRT-Alternate. |
| December 5, 2005 - January 19, 2006 | Data entry and verification window for grades 3 - 8 and grade 10 for CRT and CRT-Alternate. NOTE: Grade 10 for the CRT is optional during this window. |
| January 20, 2006 - February 10, 2006 | Optional data entry and verification window for grade 10 CRT only --for districts/schools not entering data for grade 10 during the December 5 - January 19 window. |
| January 26, 2006 | CRT Test Coordinator Manual(s) and Pre-Administration Training CDs mailed to System Test Coordinators |
| February 3-10, 2006 | CRT-Alternate test activity materials and training CD delivered to System Test Coordinators. System Test Coordinators distribute them to teachers administering the CRT-Alternate. |
| February 4, 2006 | Test Coordinators download and print the following materials for teachers administering the CRT-Alternate (Details will be in the January <i>JUMP</i>). <ul style="list-style-type: none">• 2006 CRT-Alternate Test Administration Manual• CRT-Alternate Test Booklets (these are by grade and require a password. |
| February 4, 2006 | System Test Coordinators view CRT Pre-Administration Training CDs and begin accessing Message Board to view or ask questions. |
| February 13 – March 29, 2006 | CRT-Alternate testing window. |
| February 4 – 26, 2006 | Window for System Test Coordinators to provide pre-administration training to school test coordinators and CRT test administrators. |

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| February 21 – 24, 2006 | <p>Testing materials from Measured Progress arrive to System Test Coordinators.</p> <ul style="list-style-type: none"> • CRT Materials • CRT-Alternate Kits (answer documents, labels, envelopes, and instructions.) Test Coordinators and teachers administering the CRT-Alternate prepare these for use. |
| March 6 – March 29, 2006 | CRT testing window. |
| End of system's testing window – April 3, 2006 | Window for returning used CRT student response booklets (SRBs) and used CRT-Alternate student kits to Measured Progress. |
| April 3, 2006 | UPS statewide pickup of used CRT student response booklets (SRBs) and used CRT-Alternate student kits (if a UPS pickup has not been previously arranged by the system). |
| April 7, 2006 | UPS statewide pickup of all other test materials (if a UPS pickup has not been previously arranged by the system). |
| April 24 – May 18, 2006 | Window for online verification of student demographic data after testing for the CRT and CRT-Alternate |
| June and July 2006 | CRT and CRT-Alternate standard setting meetings (grades 3-8 & 10) |



System Test Coordinator Responsibilities

Some of the many System Test Coordinator responsibilities are listed below. **Thank you!**

| Test Coordinator Responsibilities | CRT | CRT-Alt |
|--|-----|---------|
| Serve as each school's contact person with Measured Progress (additional materials). | x | x |
| Communicate with special education director and/or special education teachers to determine which students will take the CRT-Alternate. | | x |
| Work with system and school personnel to register students using the online data entry system including students taking the CRT-Alternate. | x | x |
| Oversee the inventory, distribution, collection, and return of all test materials to Measured Progress. | x | x |
| Become familiar with testing procedures and provide training to school test coordinators and test administrators. | x | |

| Test Coordinator Responsibilities | CRT | CRT-Alt |
|---|------------|----------------|
| Distribute materials for the CRT-Alternate. | | x |
| Deliver test activity materials kits and training CD to teachers administering the CRT-Alternate | | x |
| Download and print the CRT-Alternate Test Administrators Manuals and Test Booklet and deliver to teachers administering the CRT-Alternate | | x |
| Help teachers administering the CRT-Alternate transfer scores to the SRB (student response booklet), affix labels to appropriate documents, and prepare materials to return to Measured Progress. | | x |

Special Information about the CRT-Alternate

- ✚ The testing window for The CRT-Alternate is February 13 – March 29, 2006. The six week window is provided to give teachers administering the CRT-Alternate time to view the CRT-Alternate training CD, become familiar with the test and materials, and plan for administration. It is suggested that the week of February 13 be used for this preparation. A Message Board will be dedicated to questions and answers. Details will be in the January *JUMP*.
- ✚ System Test Coordinators need to:
 - Be in contact with and work with special education directors and teachers who are administering the CRT-Alternate.
 - Include students taking the CRT-Alternate in the online data entry and code them as SCD (significant cognitive disability) and ALT (taking the alternate).
 - Receive and distribute test activity files to teachers administering the CRT-Alternate.
 - Receive the secure password for the 2006 CRT-Alternate Test Booklets and download, print, and distribute booklets to teachers administering the CRT-Alternate. Booklets will be online on February 4.
 - Download and print the 2006 CRT Test Administrators Manual and distribute copies to teachers administering the CRT-Alternate. The Manual will be online on February 4.
 - Expect the CRT-Alternate Kits with the shipment of CRT materials. These kits include student barcode labels, student response booklets (SRB), return instructions, class header sheets, and white plastic envelopes for returning CRT-Alternate materials.

Contact Information
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